

LEON COUNTY SUPERVISOR OF ELECTIONS

ADMINISTRATIVE SERVICES MANAGER

This is a highly responsible professional which requires proven administrative and communication skills, financial knowledge for budget preparation and payment of invoices, as well as an ability to execute documentation required in association with human resource, risk management and elections.

REQUIREMENTS: Graduation from a 4 year college or university with course work and/or experience in accounting and/or human resources; proven work experience in accounting and/or human resources may be substituted for education requirement on a year-for-year basis. Individual must be highly efficient with Excel or comparable spreadsheet software, Microsoft Word; able and willing to work weekends, holidays and evenings as needed; and endure the imposed stress from critical deadlines during election cycles and budget preparation.

APPLICATION DEADLINE: MARCH 1, 2013 or until filled

FOR FURTHER INFORMATION, contact Janet Olin or Cynthia Kelley at (850) 606-8683
Applicants may visit our Web Site at <http://www.LeonVotes.org> to download an application.

Leon County Supervisor of Elections is a member of the Florida Retirement System. A completed Leon County Supervisor of Elections application is required and must be delivered by hand or postmarked no later than March 1, 2013. APPLY in person or by mail to:

Leon County Supervisor of Elections
315 South Calhoun Street, Suite 110
Tallahassee, FL 32301

Leon County Supervisor of Elections is an Equal Opportunity Employer